



Academies Trust

# Assistant Year Manager (Maternity Cover)

## Job Description

Salary/Grade Range:	Salary: Grade H SCP 12 to 22, £27,711 - £32,654 Actual salary for term time only plus 10 days, £24,658 - £29,057
Reports to:	Year Manager and Assistant Principal
Contract:	1 year fixed term contract
Hours of duty:	36 hours per week, Term-time + 10 additional days (inc. all INSET days)

### Main Purpose:

Assist Year Managers to support the learning progress, care, guidance and support of individual students; and be responsible for social inclusion strategies. Maximise student attendance & punctuality. Encourage positive behaviour.

With the support of the Year Manager, oversee students' personal, social & emotional issues and providing appropriate guidance.

### Main Duties and Responsibilities/Accountabilities:

- Monitor students' attendance and punctuality to school and lessons and take necessary action where there are concerns. Carry out home visits as required.
- Liaise with staff, parents and the School Inclusion Officer regarding absences. Report to line manager.
- Mentor the learning of students, where appropriate.
- Provide appropriate counselling, advice and help for all students in the Year in relation to their learning, attendance, punctuality and welfare. Report to line manager.
- Encourage the development of good social relationships.
- Encourage students' personal development by involvement in sporting, leisure, fund raising and other extra-curricular activities.
- Liaise with form tutors regarding the progress, development and attendance of their form students. Supervise and monitor their work. Report to line manager.

- Provide supervision for pupil correction sessions at the end of the school day.
- Adhere to all appropriate policies.
- Attend Parents' Evening and all events on the directed time rota in relation to the relevant Year group.
- Year Specific Duties to be agreed.

#### **Administration**

- Support Year Managers with ensuring that high standards are established and maintained with regard to uniform, punctuality, attendance and internal truancy.
- To be responsible for ensuring students have school ties, planners etc. issuing receipts and liaising with Finance regarding any banking of monies.
- Complete reports for outside agencies as required.
- Ensure, together with form tutors, that all relevant information regarding students is kept up-to-date.
- Undertake case work with other students as required to support their learning, behaviour and attendance.
- Keep and maintain accurate records of all contact with students, their families and other professionals.
- Administer First Aid.
- Conduct home visits where appropriate and in line with school procedure.

#### **General:**

- Be aware of and comply with policies and procedures relating to Safeguarding, Health, Safety and security, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- The post-holder must be aware of child protection issues and the need for confidentiality and to identify to the named child protection colleague in school, concerns in respect of individual students
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff to support achievement and progress of students.
- Set a good example to students and other staff in their presentation and personal conduct.
- Share expertise and skills with others; participate in training and other learning activities and appraisal as required and recognise own strengths and areas of expertise to use these to advise and support others
- Carry out duties with full regard to Co-operative Academies' policies and procedures.
- Be aware of, and support, difference and ensure equal opportunities for all.
- To safeguard and promote the welfare of all students

**This job description is not a definitive list of responsibilities but identifies the key components of the role. The post holder will, therefore, be required to undertake any other reasonable duties commensurate with the level of responsibility/salary of this post.**

## Person Specification

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>● GCSE English and Maths grade C and above (or equivalent)</li> <li>● Counselling or mentoring qualification</li> <li>● Youth work qualification</li> </ul>	Desirable  Desirable Desirable	
<b>Experience</b> <ul style="list-style-type: none"> <li>● Experience of working with young people</li> <li>● Experience of working in a secondary school</li> </ul>	Desirable	
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>● Ability to work with sometimes challenging young people in an empathetic and constructive way</li> <li>● Ability to work under pressure with competing priorities</li> <li>● Excellent organisational and communication skills</li> <li>● Able to use IT effectively</li> <li>● Intermediate skills in Microsoft Office and Google Docs (training can be given)</li> <li>● Awareness of policies in relation to managing behaviour and attendance</li> <li>● An understanding and commitment to safeguarding and promoting the welfare of young people</li> <li>● Able to converse with parents / guardians effectively regarding sensitive matters</li> <li>● Able to build appropriate relationships with pupils to engage and influence</li> <li>● An awareness of the issues affecting school pupils aged 11-16</li> </ul>	Desirable	

Co-op Academies Trust as an aware employer is committed to safeguarding and protecting the welfare of children and vulnerable adults as its number one priority. This commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust on its behalf. This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.